

Minutes of January 28, 1998 Operations Chiefs Meeting

ATTENDEES:

Ms. Jill Pettibone, Executive Director, Contract Management Policy, AQO
Ms. Molly Marshall, OPS Chief, DCMDE
Mr. Brian Reilly, OPS Chief Deputy, DCMDW
Mr. John Zorich, OPS Chief, DCMDI
Mr. Thirston Phillips, Deputy Director, Special Programs
Mr. Bill Gibson, Executive Secretary
Ms. Minerva Blanco, Executive Secretary (transitional)

Meeting was held in Boston, MA.

- The OPS Chiefs discussed Termination Contracting Officer (TCO) workload history, backlog, burndown terminations, and projected workload. Since workload has decreased significantly since 1991 (67% decrease), discussions focused on right sizing as well as looking at dual hatted ACOs. It was agreed that although the core competencies are similar, the knowledge base is different between an ACO and a TCO. Therefore, it was agreed to recommend keeping the role of the TCO. An action item for East and West to determine resource FTEs (Terminations) for FY 99. Ms. Pettibone will present at the Executive Council in March. Also, another action was generated for the East and West to determine the bands for metrics reporting on terminations.
- A briefing on Military Sealift Command (MSC) asked for additional training funds. Ms. Pettibone stressed that resources and budget are limited and that we have to manage within our fiscal constraints. The bottom line is that DCMC will adhere to the MOA commitment and the contract but needs to look at the most cost-effective method for satisfying the mission. An action was generated to get the costs analyzed and provide to Ms. Pettibone. In other words, how much would it cost to adhere to the MOA (training, experience, and travel) requirements and to consider various options if costs are too high. Ms. Pettibone will also ask Mr. Lalumiere to approach MSC regarding why they haven't delegated similar additional contracts.
- Col. Harper wanted inputs for the upcoming conference from OPs Chiefs and TAG Chiefs. Questions were being raised on FTEs and PDs for CAO SFAs. If there are issues that need to be addressed, they need to be e-mailed to Col. Harper.
- Col. Burckle discussed Paperless Contracting and the challenge to make commitment happen. Functional specialties and process owners need to be involved.
- A live demonstration of Documetrix was presented. Documetrix is an electronic Contract document management system within the CAO. The demonstration was effective in showing the power of automation and improving document flow processes.
- The issue of transportation and packaging matrix support is still being worked by Ms. Pettibone, but will take more time.
- **An agenda item for the next Ops Chief Meeting will focus on the issue about property and disposal (MRM #5).** The status against the 7 billion-dollar plant disposition goal will be discussed.

The next OPS Chiefs meeting is scheduled for February 18, 1998 in Dallas.

JILL PETTIBONE

Executive Director